

POSITION DESCRIPTION

1. Agency PDCN 80159000

Reason for Submission Redescription <input type="checkbox"/> New Reestablishment <input type="checkbox"/> Other	3. Service HQ <input type="checkbox"/> Field <input checked="" type="checkbox"/>	4. Empl Office Location	5. Duty Station	6. OPM Cert #
Explanation (Show Positions Replaced)	7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests <input type="checkbox"/>		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	10. Position Status Competitive <input type="checkbox"/> Excepted (32 USC 709) <input checked="" type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR) <input type="checkbox"/>	11. Position is Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither <input type="checkbox"/>	12. Sensitivity 1=Non-sensitive <input type="checkbox"/> 2=Noncrit Sens <input type="checkbox"/> 3=Critical Sens <input type="checkbox"/> 4=Special Sens <input type="checkbox"/>	13. Competitive Level
14. Agency Use OFF, ENL				

15. Classified/Graded by

a. US Office of Pers Mgt ☐ b. Dept, Agency or Establishment ☒ c. Second Level Review ☐ d. First Level Review ☐

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Supervisory Production Controller (Aircraft)	GS	1152	11	mtl	28 Feb 95

16. Organizational Title (if different from official title)

17. Name of Employee

18. Dept/Agency/Establish - National Guard Bureau

a. First Subdivision - State Adjutant General

b. Second Subdivision -

c. Third Subdivision -

d. Fourth Subdivision -

e. Fifth Subdivision -

19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.

Employee Signature/Date (optional)

20. Supervisory Certification - I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

Name and Title of Immediate Supervisor
Signature/Date

Name and Title of Higher-Level Supervisor or Manager (Optional)
Signature/Date

21. Classification/Job Grading Certification - I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standard applies, consistently with the most applicable published standards.

MYRA T. LOCKIE
Personnel Management Specialist
Signature/Date
//signed//

28 Feb 95

22. Position Classification Stds Used in Classifying/Grading Psn
USOPM PCS for Production Control Series, GS-1152, Apr 92;
USOPM General Schedule Supervisory Guide, Apr 92.

INFORMATION FOR EMPLOYEES - The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the USOPM. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the USOPM.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks: Released from NGB-HR-WC, ID # CRA95-1002, 28 Feb 95

#	#1 Skill	Shred	Sub

#	#2 Skill	Shred	Sub

#	#3 Skill	Shred	Sub

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located within an National Guard flying unit. Its purpose is to supervise and manage logistics staff functions consisting of the Maintenance Operations Center (MOC); Plans, Scheduling and Documentation (PS&D); Engine Management; Maintenance Training; Depot Level Repairables (DLR); Programs and Mobility; and Production Analysis/Data Base Management.

b. DUTIES AND RESPONSIBILITIES:

(1) Coordinates and ensures timely development of weekly, monthly, and quarterly maintenance plans, flying schedules, and documentation of historical data. Ensures engine management responsibilities are accomplished in accordance with applicable directives. Ensures the development of all required plans to include, but not limited to, the aircraft parking plan and emergency war order (EWO) contingency; and exercise and emergency action plans; to ensure applicability and consistency and to avoid duplication and confusion. Reviews reports and statistical data from subordinate functions and other sources for the purpose of evaluating overall maintenance program status or identifying exception, trend, or problems areas. Areas which require further examination are brought to the attention of management.

(2) Supervises and directs utilization of branch personnel. Establishes work priorities; oversees work in progress to ensure compliance with established policies and directives; ensures supply discipline, radio discipline and proper care of assigned equipment and facilities; within area of responsibility. Informs subordinate personnel of policy, practice or procedural changes affecting individual or organization status. Interviews and selects new employees. Develops criteria and evaluates employee performance. Manages the employee recognition program. Participates in the labor relations program, equal opportunity programs, or other human resource management programs. Participates in problem solving and takes action as required.

(3) Reviews and coordinates requests for cannibalization and local manufacture of material. Authorizes utilization of Readiness Spares Kit (RSP) assets. Assists the Programs and Mobility, Depot Level Repairables, and maintenance production functions with the development and submission of budget estimates for the maintenance complex for inclusion into the base financial plan. Ensures maintenance data base support for all maintenance functions.

(4) Interacts with maintenance activities and the training management function to establish a maintenance training program that ensures all personnel are qualified for their jobs, and that a balance of skills is maintained within the maintenance complex.

(5) Allocates, assigns, and replaces vehicles within the maintenance complex according to need. Coordinates with the user and transportation function. Ensures vehicle status changes are posted to visual aids and ensures proper allocation and monitoring of AGE within the maintenance complex.

(6) Controls the assignment and utilization of nontactical radios for the directorate. Establishes radio nets and call signs in accordance with prescribed directives. Monitors nets to ensure proper radio discipline.

(7) Ensures that MOC coordinates and monitors maintenance requirements with all affected agencies. Ensures that required visual aids are maintained and that aircraft status is verified and reported in accordance with applicable directives.

(8) Performs other duties as assigned.

c. SUPERVISORY CONTROLS:

The supervisor offers general supervision. Works independently in accordance with policies and procedures established by the supervisor and higher authority.

EVALUATION STATEMENT

A. Title, Series, and Grade: Supervisory Production Controller (Aircraft), GS-1152-11.

B. References:

1. USOPM PCS for Production Control Series, GS-1152, Apr 92.
2. USOPM General Schedule Supervisory Guide, Apr 92.

C. Background: Air National Guard units have been reorganized to form an Aircraft Generation Division (AGD) as directed by the Air Force. This position is described to reflect these changes.

D. Series, Title, and Grade Determination:

1. Series: Duties involve responsibility for supervising and managing logistics staff functions involving the planning, scheduling, documentation, and analysis of maintenance plans and flying schedules. Such work is characteristic of the Production Control Series, GS-1152, where work criteria involves planning, estimating, scheduling, and expediting the use of labor, machines, and materials, etc., Reference B.1. Position is therefore assigned to the GS-1152 series.

2. Title: Subject position is titled Supervisory Production Controller (Aircraft) in accordance with titling criteria cited in References B.1. and B.2.

3. Grade: The grade is determined by reference to the General Schedule Supervisory Guide, Reference B.1. The attached Summary Evaluation indicates that subject duties equate to the GS-11 level.

E. Conclusion: Supervisory Production Controller (Aircraft), GS-1152-11.

Classifier: Myra T. Lockie Region: NGB-HR-WC Date: 28 Feb 95

GENERAL SCHEDULE SUPERVISORY GUIDE
SUMMARY EVALUATION

POSITION TITLE: Supervisory Production Controller (Aircraft)

FACTOR	LEVEL	POINTS	REMARKS
1. SCOPE & EFFECT	1-2	350	
2. ORGANIZATIONAL SETTING	2-1	100	
3. SUPERVISORY AND MANAGERIAL AUTHORITY	3-2	450	
4. CONTACTS: A. NATURE B. PURPOSE	4A-1	25	
	4B-2	75	
5. DIFFICULTY (BASE WORK)	5-5	650	GS-09
6. OTHER CONDITIONS	6-3	975	
TOTAL POINTS ASSIGNED:		2625	GRADE: GS-11

FINAL CLASSIFICATION: Supervisory Production Controller (Aircraft),
GS-1152-11.

Classifier: Myra T. Lockie Region: NGB-HR-WC Date: 28 Feb 95

ADDENDUM FOR ALL DUAL-STATUS POSITION DESCRIPTIONS**d. OTHER SIGNIFICANT FACTS**

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.